

*Information for Human Resources and Business Risk Professionals in the Colorado State Personnel System*

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## Special Issue on Compensation

### Compensation Adjustments for FY 2010-11

The Long Bill (HB10-1376) was signed by the Governor on April 29<sup>th</sup> and funds appropriated by the General Assembly do not include annual salary adjustments. For the second consecutive year, there will be no funding for base or non-base achievement pay, which includes occupational group structure adjustments and employee pay increases for market or performance. Further, the State Personnel Director, Rich Gonzales, has directed for the second consecutive year that salaries for employees in the Senior Executive Service (SES) pay plan shall not be increased in the contract renewal process and salaries for new SES employees shall not exceed the SES salary lid of \$12,073, established for FY 2008-09.

For FY 2010-11, the recommended employer contributions for group benefit plans were set to maintain the State's contribution level at 90% of prevailing market employer contribution to health premiums. The Joint Budget Committee authorized additional state funding for benefits as well as application of a financial relief payment from Kaiser Permanente of Colorado (State is a policyholder) to increase health contributions to the benefit of state employees. For FY 2010-11, the State transitions the administration of the self-funded medical plan from Great-West / CIGNA to United Healthcare, Kaiser adds another option for employees, and San Luis Valley HMO ends its relationship with the State. Aside from one of the Kaiser options, the Kaiser HMO, the medical options for employees have changed significantly for FY 2010-11. For dental, the State eliminated the Dental Direct Reimbursement (DR) plan. Total premiums for the remaining dental plans increased. The FY 2010-11 open enrollment period ended May 20, 2010.

See the April 2010 issue of [HealthLine](#) for details on FY 2010-11 medical and dental premiums and benefits information, including the eligibility of same-gender domestic partners for State benefits.

### Compensation Plan

The official annual compensation plan, effective July 1, 2010, is available on the DPA/DHR Web site at [www.colorado.gov/dpa/dhr/compplan](http://www.colorado.gov/dpa/dhr/compplan) along with the plan's cover letter highlighting shift differentials and on-call rates, overtime rates, minimum wage, hazardous duty premiums, and guidelines on separation incentives – all of which are unchanged from FY 2009-10. Pursuant to statute, the salary lid will be adjusted for FY 2010-11, impacting the maximum values for the lid classes in the general pay plan, medical pay plan, and the SES pay plan. Also SB 10-167, signed by the Governor on May 26, 2010, will adjust the maximum salary value for classes in the medical pay plan to \$17,927 effective

July 1, 2010. A lid class is identified as a class where the pay range maximum is set at the statutory salary lid amount, not the comparable market maximum. Although a few pay range maximums will change resulting in some classes no longer being capped by the salary lid, due to the salary freeze no employee salaries will be impacted. (See the following charts for FY 2010-11 salary lids and specific classes impacted by the adjusted salary lids.) All other pay range minimums and maximums will remain the same for FY 2010-11.

#### Salary Lid Adjustments

Pay Plan	FY09-10	% Change	FY10-11
General	\$9,922	1.46%	\$10,067
SES	\$12,402	General lid + 25%	\$12,583
Medical	\$13,379	33.99%	\$17,927

Class Code	Pay Grade	Change	New Max	Class Title
C9B2	C69	No longer capped at the lid	9,928	Veterinarian II
C1J1	C93	No longer capped at the lid	16,554	Physician I
C1J2	C95	No longer capped at the lid	17,834	Physician II
C1K1	C93	No longer capped at the lid	16,554	Public Health Med Admin I
C1K2	C94	No longer capped at the lid	17,182	Public Health Med Admin II
I1A4	I47	No longer capped at the lid	10,007	Actuary IV

#### System Maintenance Studies

The FY 2010-11 compensation plan includes the implementation of one system maintenance study, Driver's License Examiner, effective July 1, 2010. The following table outlines the class title and pay grade changes. For more details on the system maintenance study, please review the official Job Evaluation Letter (JEL) located on the DHR Web site at [www.colorado.gov/dpa/dhr/jel](http://www.colorado.gov/dpa/dhr/jel).

Current Class Code	Current Class Title	Current Grade	New Class Code	New Class Title	New Grade
G4B1IX	Driver's Lic Exam Int	G27	G4B1XX	Driver's Lic Exam I	G29
G4B2TX	Driver's Lic Exam I	G33	G4B2XX	Driver's Lic Exam II	G34
G4B3XX	Driver's Lic Exam II	G41	G4B3XX	Driver's Lic Exam III	G41
G4B4XX	Driver's Lic Exam III	G47	G4B4XX	Driver's Lic Exam IV	G47
G4B5XX	Driver's Lic Exam IV	G53	G4B5XX	Driver's Lic Exam V	G53

#### Senior Executive Service (SES)

SES employees have a stop pay date in CPPS when their current contract expires, so departments must enter a new stop pay date (end date) of 6/30/11 when entering the new fiscal year contract salary amounts in CPPS.

Questions on the July 1 changes may be e-mailed to [job.eval.comp@state.co.us](mailto:job.eval.comp@state.co.us) or call Travis Engelhardt at 303-866-4252 or Kristi Rudy at 303-866-4236.

#### Temporary Changes to PERA Contributions for FY 2010-11

Senate Bill 10-146 was signed by the Governor on March 31, creating a one-year temporary change to PERA contribution levels from employees and the State. The law reduces the State's retirement contribution by 2.5 percent but offsets that by increasing the employee contribution by 2.5 percent. The change applies to all employees in the state personnel system, regardless of pay plan.

This change protects employees' base pay and requires no change to the compensation plan. However, it will have the effect of reducing state employees' take home pay by approximately 2.5 percent for FY 2010-11.

This temporary modification to PERA contribution levels will begin July 1, 2010, and end June 30, 2011. The Act, which contains a chart of contribution rates, can be found at the Colorado General Assembly's website (<http://www.leg.state.co.us>) within the 2010 session [Senate bills](#) section.

### **FY 2011-12 Annual Compensation Survey Process**

The process was published as proposed in March 2010 and two meet and confer sessions were held on March 30 and April 5, 2010. The final survey process was published in June 2010 and is available on the DPA/DHR Web site at [www.colorado.gov/dpa/dhr/totalcomp](http://www.colorado.gov/dpa/dhr/totalcomp).

### **Pay Progression Bill, HB10-1409**

HB10-1409, which passed the House and Senate, was vetoed by the Governor on June 7, 2010. The Governor has directed DPA to develop a plan that addresses problems with state employee pay progression. For the entire text of the HB10-1409 veto message, please go to <http://www.colorado.gov/governor>.

### **CPPS Fiscal Year-End Processing Schedule for July 2010**

The events listed below explain System Maintenance Studies and Payroll processes for June/July 2010. There will be no achievement pay or pay structure adjustments on July 1, 2010.

To assure a successful run for these processes, please follow the instructions below. Keep in mind that these instructions apply to classified users. However, when the instructions indicate that a system will be disabled this applies to all users.

Reminder - All final annual performance ratings were to be uploaded or entered into the CPPS systems before May 27. If your department has yet to enter this data, please ensure it is completed ASAP.

1. By Wednesday, June 16, 2010 – All agency to agency transfers, and problem reinstatements with an effective date for June delivered to HR support so these actions can be entered into the system by June 17, 2010. Please send earlier if at all possible to allow ample time to input for all agencies statewide.
2. By Friday, June 18, 2010 - Online users should have all actions with an effective date for June entered into the system. It is very important to have CPPS records up to date. Entering June actions after the July processing will be difficult and time consuming! Individual departments are responsible for making these corrections so please plan ahead.
3. Friday, June 18, 2010 - CPPS Schedule 062 will process (Payday will be July 1st).
4. Wednesday, June 23, 2010 - CPPS Schedule M06 will process. (Payday will be July 1st).
5. Thursday, June 24, 2010 - Upload from Benefits Administration System (BAS) of open enrollment data into CPPS.
6. Monday, June 28, 2010 - CPPS Schedule 071 will process.
7. By close of business Monday, June 28, 2010 – Any transfer and problem reinstatements with an effective date of July 1, 2010 should be received by HR support.

8. Wednesday June 30, 2010 – CPPS Schedule 906 will process.
9. Thursday morning, July 1, 2010 - CPPS will be disabled at 6:00 a.m. so DPA Office of the State Controller can enter changes from the system maintenance studies with an effective date of July 1, 2010. Any employees' actual salary that is below the new range minimum as a result of a system maintenance study will be brought to the new minimum.
10. Thursday, July 1, (after prior step finished), to Friday, July 2, 2010, 5:00 pm – System will be available. Users should enter: reallocations, transfers, promotions, demotions, reversions, voluntary salary reductions and other actions with an effective date of July 1, 2010.
11. Friday, July 2, 2010 - OIT Enterprise Application Services will remove employees from save pay if the three-year clock has expired.
12. Tuesday, July 6, 2010 - Both CPPS and HRDW will be available for agency use.
13. Tuesday July 6, 2010 – Personnel Action Forms (PAFs) will be available in Document Direct for viewing and printing. If your department would like the PAFs printed by CPPS and mailed to your department, please email Renee Vegas at [HR.Support@state.co.us](mailto:HR.Support@state.co.us).
14. Tuesday July 6, 2010 – Central Payroll change PERA rates. The first payroll the change will be effective is SCH 072 (pay period end date 7/2/10).
15. Monday July 12, 2010 – SCH 072 processes for payday July 17, 2010.

NOTE: Departments should validate fiscal year end system changes for their employees and correct any individual errors (including payroll batch for any temporary disciplinary pay reductions below new minimums).

If you have any questions, contact HR customer support by e-mail to [HR.Support@state.co.us](mailto:HR.Support@state.co.us)

### **Employees Do Make a Difference**

State employees need help in a crisis. Please let your employees know about the number of convenient methods to make tax-deductible donations: direct payroll deduction, Colorado Combined Campaign (#1300), electronic fund transfer for Credit Union of Colorado members, and direct donation by check.